

CHECKING YOUR ER's STATUS:

You can find out the status of your Expense Report/s by logging onto your ER under *View* in PeopleSoft Financials. The route to view your Expense Report is:

1. Click on the NavBar Icon  in upper right corner of the page.
2. Click the Navigator icon  Navigator .
3. Click [Employee Self-Service](#).

[Employee Self-Service](#) >

4. Click [Travel and Expense Center](#) at the very bottom of list.

[Travel and Expense Center](#)

5. Click [Expense Reports](#) inside first box on far left.

 **Expense Reports**
Create, modify, print, view or delete
[Create/Modify](#)

6. Click [View](#).

 **View**
View an Expense Report

Then leave all of the criteria fields blank and just click the [Search](#) pushbutton and it will pull up all expense reports related to your PeopleSoft ID. Then you would just click on the ER that you want to view.

Where is it?

Once the expense report is open and on the screen, check to see what wording is next to the Report #. This will tell you if the report is in:

1. **Pending** stage (meaning it is with you and not submitted) or if it is in;
2. **Submitted for Approval** stage (the very first stage after initial submission) or if it is in;
3. **In Process** stage (cycling through for approvals) or if it is in;
4. **Paid** stage (the report has been marked as paid by AOS Travel).

View Expense Report

Business Purpose Business - In State

Report 0000

Submitted for Approval

Description FSSA 00405 11-1 thru 11-30-19

Created 12/06/2019

You can also look at the Approval History “train stops” to see where it is or the Action list at the bottom of the screen. On the train stops, any approval stage icon that is still grayed out means that the report has not yet reached that stage yet. The icons with green check marks  means the report has passed that stage already.

In the sample below, the report is with the HR Supervisor awaiting approval.

Approval History



Action	Role	Name	Date/Time
Submitted	Employee	Stephanie	12/05/2019 2:49:19PM
Approved	FSSA Fiscal	James	12/06/2019 8:19:43AM

Return to Search Previous in List Next in List Notify

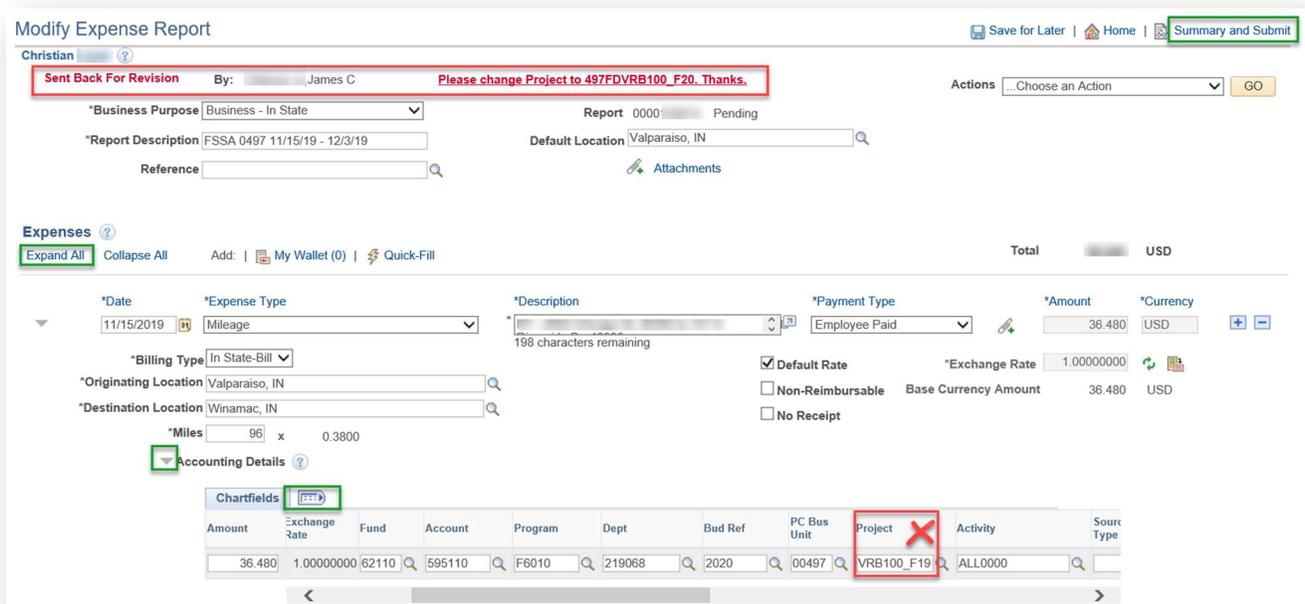
Sent Back for Corrections?

If the report has been returned to *Pending* status for corrections. You would need to log on to the report under *Modify* (instead of *View*) to make the requested corrections and then resubmit it.

To see why the report was returned you can click on  [Expense Details](#) in the upper right corner of the page to see the red send-back message telling you what needs to be corrected.

(Click [Expand All](#) on the far left to see all rows of the report and Accounting lines.)

(To return to the main page to submit the report click on  [Summary and Submit](#) in the upper right corner of the page.)



Modify Expense Report

Christian 

Sent Back For Revision By: James C **Please change Project to 497FDVVRB100_F20.Thanks.** Actions: ...Choose an Action GO

*Business Purpose: Business - In State Report: 0000 Pending

*Report Description: FSSA 0497 11/15/19 - 12/3/19 Default Location: Valparaiso, IN

Reference: Attachments

Expenses 

[Expand All](#) Collapse All Add: My Wallet (0) Quick-Fill Total USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
11/15/2019	Mileage	198 characters remaining	Employee Paid	36.480	USD

*Billing Type: In State-Bill

*Originating Location: Valparaiso, IN

*Destination Location: Winamac, IN

*Miles: 96 x 0.3800

Accounting Details 

Chartfields	Amount	Exchange Rate	Fund	Account	Program	Dept	Bud Ref	PC Bus Unit	Project	Activity	Source Type
	36.480	1.00000000	62110	595110	F6010	219068	2020	00497	VRB100_F19	ALL0000	

Note 1: The word "Pooled" means that multiple approvers have access to view and approve that report.

Note 2: If you have TAs in the system, the route and instructions are the same except everywhere you see the word Expense Report, replace it with "Travel Authorization".